

The purpose of this data collection is to gather data on those students that were suspended as a form of disciplinary action.

Audience

This is a required collection for public schools and charter schools.

Instructions

List each suspension (incidents) that took place either in school or out-of-school during the current academic year, July 1, 2005 – June 30, 2006 or your corporation 180 day academic year. If a student was suspended more than once in a school year then list each suspension separately. The file may be any of the formats contained in this document and must contain all the fields in the order described.

The required collection period will begin on **September 11, 2006** and last until **September 29, 2006**, which is the **final** date for submission. During this time you are required to submit the file to the Department of Education using the secured Application Center, review the processing results of the file for errors, and review the reports in the Message Center for accuracy. Reports are provided for you in the Message Center under Reports and should be printed and reviewed by the responsible person(s). If there are any errors or inaccuracies you may correct your data file and transmit the file again until the end of the day on September 29, 2006. Alternately, you will have the option to manually enter the student information one record at a time, using an input form in the Application Center.

Suspension (SU) Report Data Layout

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	School Number	4	State Assigned School ID Required Field: Yes	School building number from where the student was suspended
2	Student Test Number (STN)	9	Official Student Test Number (STN) assigned to student Required Field: Yes	
3	Grade Level	2	Allowable Codes are: PK = Pre-Kindergarten KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 04 = Grade 4 05 = Grade 5 06 = Grade 6 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 13 = Grade 12+/Adult Required Field: Yes	Grade 13: Students who return for further education after their intended graduation year
4	Date of Incident	8 or 10	Date the incident occurred that resulted in the suspension. Allowable Date Formats Are: MMDDYYYY and MM/DD/YYYY Where: MM = Month (01 – 12) DD = Day (01 – 31) YYYY = Year (2005 – 2005) Required Field: Yes	Dates will be checked to ensure they are valid calendar dates.

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
5	Type of Suspension	1	Was this an In-School or Out-of-school suspension? Allowable Codes are: 1 = In-School 2 = Out-of-School Required Field: Yes	In-School Suspension: Student is removed from an assigned class or activity to another setting in order to maintain an orderly and effective educational system. If instruction in the general education curriculum continues during this removal to another setting, the student is counted in attendance. See Important Note section for more information.
6	Beginning Suspension Date	8 or 10	First day of suspension. Allowable Date Formats Are: MMDDYYYY and MM/DD/YYYY Where: MM = Month (01 – 12) DD = Day (01 – 31) YYYY = Year (2005 – 2005) Required Field: Yes	Dates will be checked to ensure they are valid calendar dates.
7	Ending Suspension Date	8 or 10	Last day of suspension. Allowable Date Formats Are: MMDDYYYY and MM/DD/YYYY Where: MM = Month (01 – 12) DD = Day (01 – 31) YYYY = Year (2005 – 2005) Required Field: Yes	Dates will be checked to ensure they are valid calendar dates.
8	Length of Suspension (# Of Days)	4	Total number of instructional days suspended during beginning date/ending date period. Allowable Numeric Formats Are: Where: NN = Whole Number (1 – 10) Right adjusted Required Field: Yes	Maximum allowable days of suspension are 10 days per incident. A student suspended any portion of the day is counted as 1 full day. A student suspended during an instructional ½ day is counted as 1 full day.
9	Reason for Suspension	2	Allowable Codes are: 1-7, 9-17 01 = Alcohol 02 = Drugs 03 = Deadly Weapons (other than firearms) 04 = Handguns 05 = Rifles or Shotguns 06 = Other Firearms 07 = Tobacco 09 = Legal Settlement – I.C. 20-8.1-5.1.11 10 = Other 11 = Fighting – incident does not rise to the level of Battery 12 = Battery – student knowingly or intentionally touches another person in a rude, insolent, or angry manner causing or intent to cause bodily injury I.C.35-42-2-1 13 = Intimidation – communicating a threat with the intent that the other person engage in conduct against their will or be placed in fear of retaliation. I.C.35-45-2-1	08 = Code no longer used Items coded as 06 = Other Firearms include: <ul style="list-style-type: none"> Any weapon (including a starter gun, taser, unloaded gun) which will, or is, designed to, or may readily be converted to expel a projectile by the action of an explosive The frame or receiver of any weapon described above Any firearm muffler or firearm silencer Any destructive device, which includes: <ul style="list-style-type: none"> Any explosive, incendiary, or poison gas Bomb, bottle bomb, pipe bomb, Molotov cocktail, etc. Grenade, M-120, M-80, pycadex (black powder), etc. Rocket having a propellant charge of more than four ounces Missile having an explosive or incendiary charge of more than one-

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
			14 = Verbal aggression or profanity 15 = Defiance 16 = Attendance 17 = Destruction of Property Required Field: Yes	quarter ounce <ul style="list-style-type: none"> Mine, or similar device Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled Expulsion codes used for consistency with the DOE-EX. See Reference section for more detailed information.
10	Special Education Participant	1	Does the student have an individualized education plan (IEP)? Allowable Codes are: Y = Yes N = No Required field: Yes	Is this student officially considered to be participating in a Special Education Program?
11	Independent Hearing Officer	1	Did an Independent hearing officer order interim alternate education of the special education participant? Allowable Codes are: Y = Yes N = No Blank or not applicable Required field: Yes, if field 10 = Y	The hearing officer referred to is NOT the local suspension examiner.
12	Incident Number	9	What <u>incident</u> that led to the suspension was this student involved in? Allowable Numeric Formats Are: Whole Number Required Field: Yes	See Scenario #1, Scenario #2 Assign a number to each incident that occurred in the school from 1 to 9999. For a group incident, the same incident number would be reported on each student involved. This number must be unique to the <u>incident and the school</u> .

Important Note

(1). In-School Suspension: Student is removed from an assigned class or activity to another setting in order to maintain an orderly and effective educational system. If instruction in the general education curriculum continues during this removal to another setting, the student is counted in attendance.

(2). Detention: Student experiences disciplinary action at a time other than during instructional time in order to maintain an orderly and effective educational system. Because such actions do not occur during instructional time, attendance is not counted in reports to the state.

(3). A student may be on both the suspension and expulsion (DOE-EX) reports. A student can be suspended while waiting on the hearing to determine expulsion.

(4). Suspension examiner refers to any principal, counselor, teacher, administrator, director, etc. who has the authority to suspend a student for reasons noted in field 9.

References:

Indiana Code Requirements:

Students with firearms on school property require that the student be expelled.

IC 20-8.1-5.1-10 Possession of firearms, deadly weapons, or destructive devices

IC 35-41-1-8 Deadly weapon

IC 35-47.5-2-4 Destructive device

20 U.S.C. 1415 Students with disabilities who possess a firearm on school property.

IC 20-1-1.1-5 House Enrolled Act No. 1794

Common Scenarios:

Scenario #1: Incident Number

Scenario: The incident the student was suspended for was a group incident involving more than 2 students.

Reporting Result: The incident number is assigned number 1 and reported on each student suspended. If 5 students were suspended five (5) records are submitted with the incident number of 1.

Scenario #2: Incident Number

Scenario: The incident the student was suspended for was a conflict involving only 2 students. This is the second incident for this school.

Reporting Result: An incident number of 2 is assigned and reported on both students involved.

Example Data Files

The following section contains **example** data files in the allowed comma delimited, positional, and XML formats.

Comma Delimited

```
0001,000102001,04,02/06/2005,1,02/08/2005,02/13/2005,5,1,Y,Y,1
0001,000102999,08,12/09/2004,1,12/09/2004,12/12/2004,3,2,N,,2
0001,000102999,08,02/09/2005,2,02/09/2005,02/13/2005,4,2,N,,2
0002,000202001,10,11/11/2004,1,11/11/2004,11/14/2004,3,1,N,,3
0002,000202999,12,06/05/2005,2,06/07/2005,06/11/2005,5,3,N,,4
```

Positional (length of 8 on all dates)

10	20	30	40	50	60
0001000102001040206200510208200502132005	51YY	1			
0001000102999081209200411209200412122004	32N	2			
0001000102999080209200520209100402132005	42N	2			
0002000202001101111200411111200411142004	31N	3			
0002000202999120605200520607200506112005	53N	4			

E(x)tensible Markup Language (XML)

```
<XIF_SUData>
  <Corporation Id="8800">
    <School Id="0001">
      <Student STN="000102001">
        <Demographics SpecialEducation="Y" />
        <SchoolUse GradeLevel="04" />
        <Suspension>
          <Incident IncidentDate="02/06/2005" Type="1" BeginDate="02/08/2005" EndDate="02/13/2005"
            DaysSuspended="5" Reason="3" IHO="Y" IncidentINumber="1"/>
        </Suspension>
      </Student>
    </School>
  </Corporation>
</XIF_SUData>
```

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    </Student>
    <Student STN="000102999">
      <Demographics SpecialEducation="N" />
      <SchoolUse GradeLevel="08" />
      <Suspension>
        <Incident IncidentDate="12/09/2004" Type="1" BeginDate="12/09/2004" EndDate="12/12/2004"
          DaysSuspended="3" Reason="5" IHO="N" IncidentNumber="2" />
        <Incident IncidentDate="02/09/2005" Type="2" BeginDate="02/09/2005" EndDate="02/13/2005"
          DaysSuspended="4" Reason="5" IncidentNumber="2" />
      </Suspension>
    </Student>
  </School>
  <School Id="0002">
    <Student STN="000202001">
      <SchoolUse GradeLevel="10" />
      <Demographics SpecialEducation="N" />
      <Suspension>
        <Incident IncidentDate="11/11/2004" Type="2" BeginDate="11/11/2004" EndDate="11/14/2004"
          DaysSuspended="3" Reason="3" IncidentNumber="3" />
      </Suspension>
    </Student>
    <Student STN="000202999">
      <SchoolUse GradeLevel="12" />
      <Demographics SpecialEducation="N"/>
      <Suspension>
        <Incident IncidentDate="06/05/2005" Type="2" BeginDate="06/07/2005" EndDate="06/11/2005"
          DaysSuspended="5" Reason="2" IncidentNumber="4" />
      </Suspension>
    </Student>
  </School>
</Corporation>
</XIF_SUData>

```

Change History

The following section contains a history of changes made to the Suspension (DOE-SU) Data Layout from the prior version.

Version	Change History
08.24.06	Instructions changed to align collection time with DOE-EX.
05.09.06	Decimals removed from the XML, comma delimited and positional formats.
05.03.06	Length of Suspension changed to not allow ½ days.
01.05.06	Update notes on In-School Suspension and added additional information about detention and In-School suspension in the Important Note Section.
11.23.05	Reason for Suspension, code 08 Disruptive Behavior removed, code 09 remains Legal Settlement, code 10 remains Other while codes 16 Attendance and 17 Destruction of Property were added as amended by IC 20-1-1.1-5. Please note: Reason for Suspension codes on this data layout do not conform to the codes presented in IC 20-1-1.1-5. All causes are included on the data layout. This is to preserve data integrity over time.
06.08.05	Audience added. Definition of in-school added.
03.07.05	Updated collection dates for 2004-2005
09.23.04	Ungraded has been removed, special education students should be reported in age appropriate grade level. Type of Suspension: Fieldname changed from Location of Incident. Length of Suspension: Increase field size from 2 to 4 to include decimal for ½ days. Reason for Suspension: Fieldname changed from Offense Type
09.17.04	IncidentIdentifier removed from XML layout.
08.11.04	Increase in field size on Field #8.
08.06.04	Added .05 as an example in Field #8, Length of Expulsion.
08.05.04	Replaced data entry form
	Original was an data entry form by school

